INDIANA DEPARTMENT OF HOMELAND SECURITY

Joe Wainscott, Executive Director

IDHS: Leadership for a Safe and Secure Indiana

The Indiana Grants Management System (iGMS)

- iGMS login/Dashboard
- Creating a proposal
- Creating a budget
- Agreements
- Performance periods
- Creating a GAN
- Creating a request for expenditure (RFE)

Introduction

- Development of the iGMS began in late 2004.
- Initially designed to function primarily as a budgeting and expense tracking tool.
- Grown into a broader project management tool.
- Provides real-time information to project managers, sub-recipients and IDHS field staff.

iGMS Account

- New users are required to contact the Grants Management Section to request an account. This contact may be made by email to Grants@dhs.in.gov.

- Can enter the iGMS from any computer with internet

  Web Site: https://myoracle.in.gov/hs

Login

At the login screen, users are to enter their e-mail address and password.

Indiana Department of Homeland Security

iGMS Login

your email: _____

password: _____

login

Reset Password   → I have my password reset PIN!

A password can be changed by choosing Reset Password

Dashboard

Notifications

- You have 1 RFE(s) waiting for your audit.
- You have 1 GAN(s) waiting for your approval.
- You have 117 budget(s) waiting for your approval.
- You have 1 RFE(s) to process for PROOFS approval.

My Proposals

⊕ create new proposal

- Agency Staffing
- Internal Training
- 2010 AEDS for DNR
- UASI Conference
- Local EMPG Salary Reimbursement

My Subgrants

- [----- ▼] ⇐ subgrantee
- [----- ▼] ⇐ users
- **login as**

General Budget Information

- ➡ Complete Budget List

Applications

- 📄 Project Manager's Report
- ➡ Request for Expenditures
- ➡ Agreement Tracking

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Notifications

Notifications

- You have 1 RFE(s) waiting for your audit.

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▪This section will display on your homepage when you have actions that need to be taken.

▪It is important to remember that items will not move forward without your action.

▪If invoices are not approved – sub-recipients will not receive payment.

Create New Proposal

The My Proposal section of the Dashboard is where you find the option to *create new proposal*.

Create New Proposal

title : _____

proposal template : [------ ▾]

[create]

cancel ➡

- *Title:* This is where you will choose a name for your proposal. The title should identify the project you wish to submit for funding consideration.

- *Proposal Template:* This is where you will choose the proposal template that is applicable to your request. Templates are designed to mirror the information requested by the funding agency and are specific to the type of grant being requested.
Proposal templates may include, but are not limited to:

- Homeland Security Grant Program (HSGP)
  - State Homeland Security Grant Program (SHSP)
  - Urban Area Security Initiative (USAI)
  - Metropolitan Medical Response System (MMRS)
  - Citizen Corps Program (CCP)
  - Indiana Homeland Security Foundation
- Hazardous Materials Emergency Preparedness Program (HMEP)
- Emergency Management Preparedness Grant (EMPG)

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Navigating the Proposal

iGMS

⌂ Home	› Proposals	› View Proposal

Test [edit title]

📝 edit proposal	⊖ delete proposal	⇒ to pdf	⬇ scroll to funds	♻ refresh	

⚠ **This proposal is not yet complete** [show details] [refresh]

The **Proposal is not yet complete** notification tells you that you have an area that has not been addressed. By clicking on *show details* you can see exactly what section needs to be completed.

Editing a Proposal

You are editing proposal: **Test**.

← previous ● | Applicant Info ▼ | ⇒ next | ✖ end edit |

Applicant Info

⊕ **edit**

⇒ continue

Once a Proposal has been created all additional work in completing the application will be done in the edit mode.

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Applicant Information

Choosing the *edit* button on this section displays a screen requesting information about the applying entity.

Applicant Info

cancel

save

Organization Legal Name	
Federal Tax ID	
Principal Executive Officer	
Title	
If non-govermental, date of IRS Non-Profit Approval	(mm/dd/yy)

save

continue

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Primary Point of Contact

The Primary Point of Contact (POC) section of the proposal requires that the applying entity provide information related to the individual being designated as the POC.

Primary Point of Contact

❌ cancel

save

firstname	
lastname	
organization	
street 1	
street 2	
city	
state	
zip	
Primary Phone Number	
Alternate Phone Number	
Fax	
E-mail	
county	

save

Project Justification

← previous   • Overall Project Justification ⇒ next   ✖ end edit

Overall Project Justification

Describe your understanding of the spectrum of terrorism and natural hazard risks your area faces. Explain how this understanding influenced development of this Project.

❌ cancel

save

Overall Project Justification   *characters of 2500 maximum limit*

In this space the Project Manager will create a project justification that will address the needs of the project and what the project will accomplish.

save

⊕ edit

➔ continue

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Management & Administration (M&A) Costs

You are editing proposal: **Test.**

← previous • A. Management and Administration Cost ▼ → next ✗ end edit

A. Management and Administration Cost

Provide a brief overall summary of planned management and administrative (M&A) expenditures that support the implementation of the Project.

❌ cancel

save

A. Management and Administration Cost   *characters of **2500** maximum limit*

You will explain how you will be utilizing any requested M&A funds.

save

⊕ edit

→ continue

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Project Management

You are editing proposal: Test.

← previous • B. Project Management ⇒ next ✗ end edit

B. Project Management

Describe the management team's roles and responsibilities, governance structures, and subject matter expertise specifically required for this Project.

❌ cancel

save

B. Project Management   *characters of 2500 maximum limit*

In this space, the Project Manager or applicant will describe the how the project will be managed and who will be responsible for the overall completion of the project.

save

⊕ edit

➡ continue

Baseline

You are editing proposal: Test.

| ← previous | I. Baseline ▾ | → next | ✗ end edit |

I. Baseline

The purpose of this section is for applicants to highlight any background information related to the Project, if it has been previously funded, and any progress that has been made to date. Responses should also define the purpose of the Project, whether it is new or ongoing, and include a detailed description of the Project's objectives, key accomplishments, and capability gaps that the Project is expected to address within the three-year, FY 2010 period of performance (July 1, 2010 - June 30, 2013).

→ continue

Previous Request Name and Funding

You are editing proposal: **Test.**

← previous • A. Previous HSGP Request Name and Fund ▾ → next ✕ end edit

A. Previous HSGP Request Name and Funding

If the Project was included in a previous HSGP request, please provide the name of the Project and the total amount of HSGP funding that was dedicated to this Project, if any.

❌ cancel

save

A. Previous HSGP Request Name and Funding   *characters of **2500** maximum limit*

In this area you will describe all previous funding awarded to the project.

save

⊕ edit

→ continue
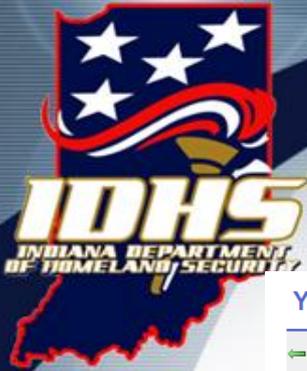
Purpose Statement

You are editing proposal: **Test.**

← previous | ● | B. Purpose Statement | ⇒ next | ✖ end edit

B. Purpose Statement

Describe, at a high-level, what activities will be implemented and what will be accomplished by this Project.

❌ cancel

save

B. Purpose Statement   *characters of **2500** maximum limit*

In this section, as the area in green states, you will be describing what activities will be implemented and what will be accomplished by the project.

save

⊕ edit

➡ continue

Description

C. Description

Provide a description of the current state of this Project, its objectives, and any accomplishments that will be completed prior to the application of FY 2010 HSGP funds. Include in this description whether this is a new or ongoing Project. Describe the capability gap(s) that this Project is intended to address. Reviewers do not directly score the responses provided by applicants in the Baseline section; however, the information provided will be taken into consideration when scoring other sections. For example, this section provides valuable background and contextual information when evaluating the Comprehensive Project and Portfolio scoring questions.

❌ cancel

save

C. Description *characters of 2500 maximum limit*

The green sections asks that the application provide a information that will be used as background and contextual information for evaluation.

save

⊕ edit

➡ continue

Strategy

- The Strategy section is where you will identify how your proposed project corresponds to identified state and national goals, objectives, capabilities, and priorities. This section consists of three (3) distinct areas:

  - Goals and Objectives – This area is related to the Indiana Strategy for Homeland Security and asks for information on how the proposed project would meet those goals and objectives.
  - Target Capabilities – This area is related to the target capabilities list identified by the US DHS and asks for information on how the proposed project would meet those capabilities. The target capabilities can be found at: https://www.rkb.us/hspd8.cfm.
  - National Priorities – This area is related to the National Priorities identified by US DHS/FEMA and asks for information on how the proposed project would meet those priorities. The national priorities can be found at: http://www.fema.gov/about/divisions/npd.shtm.
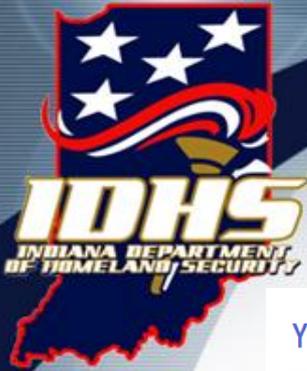
Homeland Security Goals and Objectives

You are editing proposal: **Test.**

← previous | ● A. Homeland Security Strategy goals and ⌄ | ⇒ next | ✖ end edit

A. Homeland Security Strategy goals and objectives

Identify how this Project supports the State/territory/Urban Area Homeland Security Strategy goals and objectives. Please reference relevant goal and objective numbers in the State/territory/Urban Area Homeland Security Strategy.

a. Identify relevant State/territory/Urban Area Homeland Security Strategy goals and objectives

b. Describe how the Project directly supports the State/territory/Urban Area Homeland Security Strategy goals and objectives discussed

⊕ **edit**

⇒ continue

save

(i) Primary Goal ----- ▾

(i) Primary Objective ----- ▾

Clicking on the arrows will show a list of available goals and objectives from which to choose.

(ii) Secondary Goal ----- ▾

(ii) Secondary Objective ----- ▾

Description *characters of 2500 maximum limit*

The purchase of this equipment will allow our responders to better report conditions and coordinate response efforts.

Training will allow our responders to respond more efficiently and effectively to incidents involving hazardous materials.

edit

continue

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Target Capabilities

B. Target Capabilities

From the drop-down boxes, select one primary and secondary Target Capabilities that this Project supports. For the primary Target Capability selected, provide an explanation of how it is supported by this Project.

❌ cancel

save

(i) Primary Capability `-----`

(ii) Secondary Capability `-----`

Description *characters of 2500 maximum limit*

This award will allow increases in public safety and security by having an updated EOC and additional training for responders.

save

➕ edit

➡ continue

> Clicking on the arrows will show a list of available capabilities from which to choose.
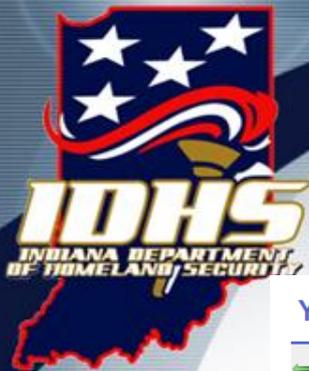
National Priorities

You are editing proposal: Test.

← previous   • C. National Priorities ▾   → next   ✕ end edit

C. National Priorities

From the drop-down boxes, select the National Priority(ies) that this Project supports; up to three may be selected.

❌ cancel

save

(i) Primary Priority   ----- ▾

(ii) Secondary Priority   ----- ▾

(iii) Secondary Priority   ----- ▾

save

⊕ edit

⇒ continue

Implementation

In this section applicants must identify how the project will be implemented. There are three (3) distinct areas that are to be addressed.

- Funding Plan – this area asks for information on how the project funds will be used including any matching funds.
- Accomplishments – this area asks that applicants identify key events associated with achieving the overall objective of the project. Applicants will also be asked to identify specific milestones that will mark progress toward the accomplishments. In addition to the accomplishments and milestones, in this section, applicants will identify challenges that could potentially impact achievement of the milestones/accomplishments.
- Challenge Mitigation – this area asks applicants to describe how the specific challenges identified in the previous section will be mitigated.

Funding Plan

You are editing proposal: **Test.**

← previous   • [A. Funding Plan ▼]   → next   ✗ end edit

A. Funding Plan

The Funding Plan will be evaluated on its ability to describe how the funds will be used and whether the planned expenditures are appropriate. An applicant's funding plan aligns with the five POETE categories: Planning, Organization, Equipment, Training, and Exercise. While applicants are not expected to include all of these categories as part of their response, the planned expenditures should be appropriate for the solution area and grant program in which they are described.

Provide the total estimated cost to implement this Project during the three year, FY 2010 HSGP period of performance by completing the following table:

- For each solution area that has an associated FY 2010 HSGP cost, provide a brief summary of the planned expenditures (including personnel)
- If this Project includes optional cost sharing funds, provide the cash or in-kind funding amounts in the appropriate section of the funding table and describe how those funds will be applied
-Other sources of funding should be identified and described appropriately

⊕ edit

➔ continue

save

A. Funding Plan *characters of **2500** maximum limit*

These activities will be funded 100% with grant funds.

save

⊕ edit

➡ continue

Accomplishments

You are editing proposal: **Test.**

← previous | • B. Accomplishments ⏷ | ⇒ next | ✗ end edit

B. Accomplishments

The Accomplishments section allows applicants to outline the key events that will demonstrate progress toward achieving the overall objective of the Project within the three-year period of performance. Applicants are also asked to identify the milestones that will lead to the successful realization of the Accomplishment, and specific challenges that could impact the achievement of the accomplishment. Mitigation strategies for these potential challenges do not have to be outlined in this sub-section, as applicants are asked to do so in the Challenge Mitigation sub-section that follows.

Applicants are asked to identify up to five accomplishments and will not be penalized for only including one. Each accomplishment should include:

- A clear description of the accomplishment and a specific end date for when the accomplishment is expected to be achieved - At least one milestone that will indicate the Project is progressing toward the accomplishment. Milestones should be specific and should represent shorter-term events that indicate that the accomplishment can be achieved within the timeframe specified. Milestones should include specific dates. If more than one milestone is given, they should represent a clear sequence of events that lead to the associated accomplishment. - At least one challenge that may impede the achievement of the accomplishment within the period of performance. Project challenges should represent key potential barriers to achieving the associated accomplishment.

As with the accomplishments, applicants will not be penalized for including only one milestone or one challenge, as long as each is appropriate, clearly defined with sufficient detail, and directly related to the associated accomplishment.

⊕ new

⇨ **continue**

cancel

save

Milestone *characters of **2500** maximum limit*

Provide HazMat Training

Date 08/31/10

save

new

→ continue

Milestone	Date	

Challenge Mitigation

You are editing proposal: **Test.**

⇐ previous　●　C. Challenge Mitigation　⇒ next　✗ end edit

C. Challenge Mitigation

The Challenge Mitigation sub-section asks applicants to explain how the management team (described in the Overall Project Justification section of the Project) will mitigate each of the specific challenges identified in the Accomplishments sub-section. Responses should explain in detail how the challenges will be mitigated to meet the milestones in order to achieve the key accomplishments for the proposed Project.

⊕ new

⇒ **continue**

Challenge	Mitigation	

cancel

save

Challenge *characters of **2500** maximum limit*

Schedule training for optimum attendance

Mitigation *characters of **2500** maximum limit*

Work with training provider to ensure a variety of times and dates are available.

save

new

→ continue

Challenge	Mitigation	

Impact on Identified Risk

A. Impact on Identified Risk

The purpose of this section is to allow applicants to directly describe how achieving the implementation plan and specific accomplishments outlined in the Implementation section of the Project will reduce the risks identified by the applicant in the Overall Project Justification question. Please note that risk in this context is defined as threat, vulnerability, and consequence.

cancel

save

A. Impact on Identified Risk *characters of 2500 maximum limit*

The EOC Enhancements will help close the gaps identified in the AAR of the July, 2009 exercise. In addition, the training will ensure effective response in instances of hazardous materials events.

edit

continue

Optional Attachments

Applicants have the option of including graphic file attachments. The preferred method is as a .PDF file.

❌ cancel

Upload a file

filename   [   ] Browse...

*If possible, please upload only ***.pdf** or any of the following*

*image file formats : ***.jpg, *.gif, *.tiff, *.png***

notes   [   ]

[**upload file**]

Add Funds

Funds

⊕ add funds

❌ cancel

➡ **select the funds you want to add:**

[2010 > State Homeland Security Grant > LOCAL > Adams County Equipment > Adams ▾] [**add**]

fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement

Funds

⊕ add funds

fund id	year	grant	local/state	project	award	budgeted	balance	contact	performance period end date	fully executed agreement	
12812	2010	State Homeland Security Grant	LOCAL	Adams County Equipment	$10,000.00	$0.00 ➡ INITIAL	$10,000.00			❌	⊖ delete

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Creating a Budget

Budget #3781

⇒ budget logs | ⇒ quarterly reports | 🗐 funding change request

📄 to pdf | 📄 to pdf (Exhibit A)

contact	**John August** (jaugust@co.adams.in.us)
	Adams
	Adams County Emergency Management
	PO Box 87
	313 S. 1st Street
	Decatur, IN 46733
	phone: -
	fax: 260-724-5321
fund	2010 ⇒ State Homeland Security Grant ⇒ LOCAL ⇒ Adams County Equipment ⇒ 12812
project manager	Niki Theeuwes
proposal	**Test** ➡
status	**INITIAL**
end date	-----
encompass project id	-
allocated	$10,000.00
budgeted	$10,000.00
balance	$0.00

•Fund – Is based on the funding added to the proposal.

•Project Manager – Is identified based on the IDHS assigned project manager of the funding.

•Proposal – Identifies the proposal to which the funding is tied.

•Status – Indicates whether the budget is in initial status, has been submitted, and/or approved.

•Fully Executed Agreement – Indicates whether an agreement has been completed. A **red X** indicates an agreement has not been fully executed while a **green check** mark indicates it has and you can link to it.

•Encompass Project ID – Is assigned based on funding choice. Budget is not allowed to be submitted without an Encompass Project ID assigned by IDHS fiscal. This will be populated for all budgets by IDHS.

IDHS: Leadership for a Safe and Secure Indiana

Budget #3781

→ budget logs | → quarterly reports | 📝 funding change request

📄 to pdf | 📄 to pdf (Exhibit A)

contact	**John August** (jaugust@co.adams.in.us)
	Adams
	Adams County Emergency Management
	PO Box 87
	313 S. 1st Street
	Decatur, IN 46733
	phone: -
	fax: 260-724-5321
fund	2010 → State Homeland Security Grant → LOCAL → Adams County Equipment → 12812
project manager	Niki Theeuwes
proposal	**Test** →
status	**INITIAL**
end date	-----
encompass project id	-
allocated	$10,000.00
budgeted	$10,000.00
balance	$0.00

•Allocated – Indicates the amount of funding assigned to the project. May also read "open" to indicate an active solicitation with no amount set.
•Budgeted – Indicates the amount of funding assigned to individual line items. A budget may not be submitted if it does not total the allocated amount (if applicable).
•Balance – Indicates the difference between the allocated amount and the budgeted amount (if applicable).
•Contact – Indicates the primary contact person for the budget. If the IDHS contact on the budget needs to be changed, please submit a fund change request via the iGMS.

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Editing Contact Information

It is important to periodically check and update the contact information. To edit the contact information, choose *contact info* from the dashboard.

Budget Detail

This is the area where items to be purchased and/or activities funded with grant dollars are described in detail.

Once approved, the budget must be followed to avoid monitoring findings, disallowed costs or other penalties.

Create New Item

Choosing *create new item* from the budget screen will allow users to enter specific line item information related to proposed expenditures

Budget Items Total $0.00

⊕ create new item

No item yet specified in this budget.

Budget Item Form

Budget Item Form Fields

- Balance
- Description
- Solution Area
- Category
- Discipline
- Quantity

- Unit Price
- Unit
- Approved Equipment ID
- Narrative

Equipment Solution Area

- Agricultural Terrorism Prevention, Response, and Mitigation Equipment
- CBRNE Aviation Equipment
- CBRNE Incident Response Vehicles
- CBRNE Logistical Support Equipment
- CBRNE Operational and Search & Rescue Equipment
- CBRNE Prevention and Response Watercraft
- CBRNE Reference Materials
- Cyber Security Enhancement Equipment
- Decontamination
- Equipment – Explosive Device Mitigation and Remediation
- Information Technology
- Inspection and Screening Systems
- Interoperable Communications Equipment
- Intervention Equipment
- Medical
- Other Authorized Equipment
- Personal Protective Equipment
- Physical Security Enhancement Equipment
- Power
- Terrorism Incident Prevention Equipment

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Exercise Solution Area

- Backfill
- Contractors/Consultants/Instructors
- Evaluation
- Full or Part-time Staff
- Materials and Supplies
- Meeting Space
- Meeting and/or Facilitation Costs
- Other
- Overtime
- Planning and/or Exercise Plan Development
- Travel

Management & Administration Solution Area

– Contractors/Consultants/Instructors

– Fees/Charges

– Meeting-related Expenses

– Office Equipment/Supplies

– Office Rent/Lease

– Other

– Staff/Salary

– Travel

Planning Solution Area

- Citizen and Family Coordination
- Communications Development
- Conference
- Cyber Risks Mitigation Plans
- Cyber Risks and Vulnerability Assessment
- Cyber Security Plans
- Emergency Operation Plans
- Commodity Flow Study

- Government Plans Development
- Hiring
- Implementation Meetings
- Materials
- Mutual Aid Agreements
- Point Vulnerability Assessments
- Response and Recovery Plans
- Terrorism Deterrence Plans
- Travel

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Training Solution Area

- Backfill
- Conference
- Contractors/Consult ants/Instructors
- Evaluation (HSEEP)
- Full or Part-time Staff
- Materials and Supplies Used and/or Expended

- Meeting Space
- Meeting and/or Facilitation Costs
- Other
- Overtime
- Training Plan Development Costs
- Travel

Available Disciplines

– Agriculture

– Cyber Security

– EMS (Fire Based)

– EMS (non-Fire Based)

– Emergency Management

– Fire Service

– Governmental / Administrative

– Hazmat

– Health Care

– Law Enforcement

– Non-Profit

– Public Health

– Public Safety Communications

– Public Works

Approved Equipment ID

■ This ID number corresponds to the Authorized Equipment List (AEL) located within the Responder Knowledge Base at https://www.rkb.us/FEMAGrants/DisplayFEMAGrants.cfm

■ The AEL number designates the category and type of equipment being requested, as well as, eligibility for the grant

■ *ALL* equipment purchases must have an AEL number and must be listed as eligible under the funding source being utilized.

Authorized Equipment List

FEMA Preparedness Grants Authorized Equipment List

Search Phrase: [   ] [Search]

The **Authorized Equipment List (AEL)**, published by the FEMA Grant Programs Directorate, Department of Homeland Security, is used to determine equipment allowability under multiple grant programs as shown below. This version of the AEL applies to **FY2005 and later Fiscal Years** unless otherwise noted in the individual item data.

This list contains all items. You can customize by Grant.

Expand | Collapse All *(may take a while)* | View Summary in Excel

⊟ **AEL**

  ⊞ [01] Personal Protective Equipment

  ⊞ [02] Explosive Device Mitigation and Remediation Equipment

  ⊞ [03] CBRNE Operational and Search and Rescue Equipment

  ⊟ [04] Information Technology

  ⊞ [05] Cyber Security Enhancement Equipment

  ⊞ [06] Interoperable Communications Equipment

  ⊞ [07] Detection

  ⊞ [08] Decontamination

  ⊞ [09] Medical

  ⊞ [10] Power

  ⊞ [11] CBRNE Reference Materials

  ⊞ [12] CBRNE Incident Response Vehicles

  ⊞ [13] Terrorism Incident Prevention Equipment

  ⊞ [14] Physical Security Enhancement Equipment

  ⊞ [15] Inspection and Screening Systems

  ⊞ [16] Agricultural Terrorism Prevention, Response, and Mitigation Equipment

  ⊞ [17] CBRNE Prevention and Response Watercraft

  ⊞ [18] CBRNE Aviation Equipment

  ⊞ [19] CBRNE Logistical Support Equipment

  ⊞ [20] Intervention Equipment

  ⊞ [21] Other Authorized Equipment

Eligibility Based on Grant

Information Technology Category

IDHS: Leadership for a Safe and Secure Indiana

Hardware>>Computers>>Hardware, Computer, Integrated

General | Grant Allowability | Previous Numbering

AEL Number: 04HW-01-INHW

Title: Hardware, Computer, Integrated

Description

Computer hardware and operating system software designated for use in an integrated system allowable under the indicated grant programs. Such systems include detection, communication, cybersecurity, logistical support and Geospatial Information Systems. This item may include networking hardware (routers, wireless access points, etc.), servers, workstations, notebook computers, and peripherals such as printers and plotters procured with an allowable system and necessary for its implementation.

Where possible, copy and paste the description provided by the AEL as the narrative in your budget.

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Hardware>>Computers>>Hardware, Computer, Integrated

General | Grant Allowability | Previous Numbering

Operation Stonegarden Grant Program (OPSG) : YES
Interoperable Emergency Communications Grant Program (IECGP) : NO
State Homeland Security Program (SHSP): YES
Urban Area Security Initiative (UASI): YES
Metropolitan Medical Response System (MMRS): YES
Citizen Corps Program (CCP): YES
Emergency Management Performance Grant (EMPG): YES
Chemical Sector Buffer Zone Protection Program (Chem-BZPP) (2006 Only): NO
Buffer Zone Protection Program (BZPP): YES
Transit Security Grant Program (TSGP): NO
Port Security Grant Program (PSGP): YES
Intercity Bus Security Grant Program (IBSGP): NO
Urban Areas Security Initiative-Nonprofit Security Grant Program (UASI-NSGP): NO
Public Safety Interoperable Communications (PSIC): YES
Emergency Operations Center Grant Program (EOC): YES

Notes
Only hardware procured as part of a system allowable under the indicated grant programs is allowable under this item.

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Environmental, Historic Preservation (EHP) Requirement

Print

Media Devices>>Displays>>Display, Video

General | Grant Allowability | Previous Numbering

Certain products in this category have been identified as requiring an Environmental and Historic Preservation (EHP) review. This does not apply to mobile and portable equipment, however all other items must be submitted for review. Please contact your assigned GPD Program Analyst or the Centralized Scheduling and Information Desk (CSID) at 1-800-368-6498 for further information.

AEL Number: 04MD-03-DISP

Title: Display, Video

This item is part of the AEL.

Description
Video display - assorted technologies including CRT, Plasma, LCD, etc.

BACK TO TOP

AEL Problems

- Incomplete AEL Numbers
- AEL not being eligible for the grant program
- If an item is not eligible for funding changing the AEL to a miscellaneous number will NOT make it eligible

Budget/Proposal Submission

Budget #3934

⇒ budget logs   ⇒ quarterly reports

📄 to pdf

↪ submit this budget

contact	**Andrew Klatte** (andrew.klatte@fssa.in.gov)
	Indiana Family & Social Services Administration
	Assistant Deputy Director
	402 West Washington W353
	Indianapolis , IN 46204 (MARION)
	phone: 317-232-7935
	fax: 317-233-3472
fund	2009 ⇒ EMPG ⇒ STATE ⇒ EMA Training ⇒ 13048
project manager	Amy Lindsey
proposal	**FSSA Community Research Project** ➡
status	**INITIAL**
fully executed agreement	✖
encompass project id	38509EMPEMATRAN
allocated	$20,000.00
budgeted	$20,000.00
balance	$0.00

Budget / Proposal Approval

Once a Proposal / Budget has been submitted in response to a request related to a federal application:

- Budgets/Proposals are reviewed at the IDHS Level
- Applicants may be asked to make changes
- IDHS submits application to FEMA / US DHS
- FEMA / US DHS approves projects
- Applicants may be asked to make changes based on final award figures
- Budgets are approved
- Sub-grant agreements are drafted

Budget Approval Responsibility

- It is the responsibility of the Project Manager to review and approve all sub-grant budgets for which they have oversight.

- AELs continue to have issues. It is recommended that Project Managers are familiar with appropriate AELs for their projects and review those submitted prior to approval.

- Sub-grant agreements CANNOT be drafted without an approved budget.

- In most instances the philosophy of Grants Management is that we should be viewed as the "can we do" while Project Managers are the "should we do"

Agreements

Currently IDHS uses three (3) types of agreements:

- Sub-Recipient Agreement – used to convey funds from IDHS to a sub-recipient. Sub-recipients are entities such as a county, city, township, or other legal entity.

- Memorandum of Understanding (MOU) – used to convey funds to another state agency. Examples are: Indiana Department of Transportation and Indiana State Police.

- Letter of Consent – used to give IDHS authorization to expend money on behalf of local partners.
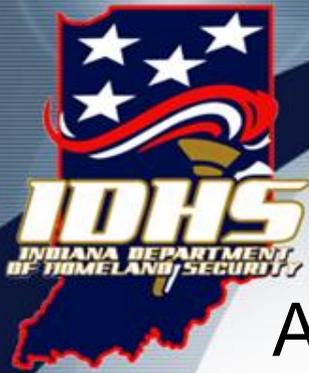
Fully Executed Agreements

An agreement is considered fully executed when it has been signed by all parties – including those required at the state level.

No purchases or activities should take place prior to having an agreement fully executed.

Fully executed agreements (FEAs) received from legal are uploaded to iGMS on a weekly basis.

Agreement Tracking

The iGMS allows users to see the status of all agreements.

Performance Periods

- Projects are granted an initial six (6) month performance period with the provision for an extension.

- Extensions to the performance period must be made via the iGMS and must include a reasonable justification.

- Extensions are not guaranteed – Grants Management reserves the right to de-obligate unexpended funds and/or deny an extension.

Budget Adjustments

When a user needs to make adjustments to an approved budget – they must submit a Grant Adjustment Notice (GAN) for approval. GANs are to be used for the following:

- Request an extension to a performance period
- Adjust the price of an item(s)
- Modify activities/purchases
- Return unexpended funds
- Zero out or close out a budget

GAN Approvals

- GANs must be "submitted" – those in initial status are not visible for action

- GANs MUST include a justification of why the request is being made

- Project Managers must review and approve prior to Grants Management

- AEL(s) will be checked and may require EHP(s) prior to approval

- End date GANs will not be approved too close to the federal performance period end

Create a GAN

Budget #3383

⇒ budget logs | ⇒ quarterly reports | ⇒ most recent GANs | 🗒 funding change request

⊕ create a new GAN | 🗒 to pdf | 🗒 to pdf (Exhibit A)

I want to create a new ----- ▾ GAN.

notes/justification:

[text area]

[create GAN]

Available Options:

- End date GAN
- Budget GAN

End-date GAN

Budget GAN

Budget GAN #20504 - IDHS Planning - Grants Management (115014)

⊖ delete	⊡ submit	
📄 adjusted items		

gan status   INITIAL

notes/justification   Test

fund   2010 ⇒ Testing for Training ⇒ State ⇒ Test Allocation ⇒ 12024

project manager   Niki Theeuwes

allocated	$100,000.00	gan budget	$60,000.00
gan balance	$40,000.00	gan obligation rating	0%
reimbursed	$0.00		
gan reimbursed balance	$60,000.00	disbursed	$0.00

Budget Items Total $60,000.00

⊕ create new item

solution area: EXERCISE

				unit	price/rate	hours	amount
📝 edit	⊖ delete	(#20449) description	Computer for Programmer	5000.0	$3.00	4.0	$60,000.00
		category	Backfill				
		discipline	Agriculture				
		narrative	Computer for the programmer to use to develop system.				
						reimbursed	$0.00
						balance	$60,000.00
						obligation rating	0%
						* pending	
						EXERCISE TOTAL	$60,000.00

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Request for Expenditures

- Commonly referred to as RFE(s).
- Required for all expenditures.
- Must be approved prior to expending funds.

From the dashboard you will choose *Request for Expenditure* from the General Budget Information section.

Create a New Request

create a new request

☒ cancel

description ⊚ [_____]

needed date ⊚ [_____] 📅

justification ⊚ [_____]

notes ⊚ [_____]

requestor ⊚ [Theeuwes, Niki ▼]

project manager: ⊚ [----- ▼] [all staff]

state or federal? ⊚ [----- ▼]

program: ⊚ [----- ▼]

approved budget ⊚

encompass project id [▼]

approval ⊚ ☐ if IT related

[save]

If IT related this field MUST be selected. Failure to secure IT approval for IT related expenses will result in the RFE being denied

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Budget Not Available

If a budget is not showing it could be caused by the following:

- The budget has not been approved or it has a Grant Adjustment Notice (GAN) that has not be approved (regardless of the type of GAN or whether in initial or submitted status).
- An Encompass ID has not yet been assigned
- The performance period of the budget has expired.

RFE Summary

RFE Summary

| edit | delete | submit | pdf | auditor's invoice (pdf) |

update status send back to initial

> Function Task Bar

RFE # 30232

description Test for iGMS Manual

Status: INITIAL
✖ approval incomplete

> RFE Status

Needed Date: 05/18/10

Justification: Computer is required to perform duties as software developer

Notes: Computer will be used by contractor

requested by/dept: Niki Theeuwes /115014

Created By: NTHEEUWES

Created Date: 03/04/10

Updated By:

Updated Date:

> Create/Update Information

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Funding Section of Summary

This area of the RFE should always be double-checked to ensure the correct funding source is listed on the RFE.

funding

project manager :	Niki Theeuwes
program	Homeland Security Grant Program (FEDERAL)
encompass fund	61800
encompass project id	TEST
requisition id	

Vendors

In this section of the RFE the requestor will identify potential/preferred vendors for the item(s) to be purchased. Choosing *create a new vendor* will bring up an additional screen to enter the vendor information.

frequently used vendors: [-----]

vendor name: [   ]

contact: [   ]

emailAddress: [   ]

street 1: [   ]

street 2: [   ]

city: [   ]

state: [ ]

zip: [   ]

phone: [   ]

faxNumber: [   ]

federal tax id: [   ]

save*

Frequently used vendors:
Staples Inc. and Subsidiaries
Dell Marketing L.P.
W.W. Grainger, Inc.
Motorola
PEN Products (business cards)
PEN Products (non-business cards)
Kroger
Motor Pool
International Code Council, Inc.

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Procurement Policies*

Indicate the following:

- For QPA purchases and items less than $500 – only one (1) vendor is required;

- For items between $500.01 and $2,499.00, three (3) vendors and the associated quotes (less than 30 days old) are required; and

- For items over $2,500 requestors are asked to list three (3) preferred vendors. IDHS procurement staff will then process the required bid materials on your behalf.

* As policies may change, please check with the IDHS procurement staff to ensure you are following the most current procurement policies.

Item Section of the RFE

- In this section of the RFE, the user will enter the item(s) and associated amounts the RFE will cover.
- Choosing *add new RFE* item will be up an additional screen for this information

items

⊕ add new rfe item

tracking #	vendor	description	amount	
		TOTAL:	$0.00	

New RFE Item

cancel

create new RFE item

vendor	Johnson Hotel Group
description:	Lodging for conference attendees. Date of conference is May 18, 2010
amount	$26,550.00
document type	Invoice
document id	100
document date	May 18, 2010

save

Upload a File

RFE Actions

▪Grants Management Section recommends that users with Audit and/or approval responsibilities periodically check the iGMS for items requiring action.
▪When logging into the iGMS, a notification bar will be visible indicating the actions that need to be taken.

Notifications

- You have 1 RFE(s) waiting for your audit.

- You have 1 GAN(s) waiting for your approval.

- You have 24 budget(s) waiting for your approval.

- You have 19 subgrants RFE(s) waiting for your invoice approval.

- You have 6 RFE(s) to process for PROOFS approval.

- You have 4 subgrants RFE(s) waiting for your approval.

Audit An RFE

All RFEs **MUST** be assigned to a funding source. For RFEs that are being charged to federal grant awards, the Project Manager must not only identify which grant or project is going to pay for each RFE, but what budget line item they are to be charged to.

The following RFEs require your audit:

29775, 5196

Clicking on this RFE number will bring up the RFE for audit.

❌ close

The items section of the RFE Summary will indicate that the audit is incomplete. Choosing this option begins the audit an RFE function.

items

➕ add new rfe item

tracking #	vendor	description	amount		
39346		Lodging for Conference participants	$26,550.00 150 (qty) x 177.0 (Each)	document type: document id: document date:	📝 edit ⊖ delete ❌ audit incomplete
			TOTAL: $26,550.00		

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Add New Audit

You are auditing: tracking #39346

add new audit

status:	✖ audit incomplete
amount:	$26,550.00
audited amount:	$0.00
balance:	$26,550.00

description	amount	audited	balance	
Program Management	$68,958.00	$455.32	$68,502.68	➡ save
Salary and Fringe Benefits	$162,500.00	$48,818.47	$113,681.53	➡ save
Travel etc.	$66,777.00	$16,234.92	$50,542.08	$26,550.00

No audit entry yet for this expenditure.

The individual completing the audit is required to type in the amount being charged from this RFE to the appropriate line item and click *save*. This may be repeated until the full RFE amount is appropriate charged. Once that occurs, the audit status will indicate the audit has been completed.

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Submit RFE

tracking #	vendor	description	amount		
⊕ add new rfe item					
39346		Lodging for Conference participants	$26,550.00 150 (qty) x 177.0 (Each)	document type: document id: document date:	✎ edit ⊖ delete ✅ audit complete ✎ admin edit
		TOTAL:	**$26,550.00**		

When the RFE shows that the audit has been completed. You will choose submit from the RFE task bar to send it for approval. If it is in initial status – it will NOT be forwarded.

RFE Summary

✎ edit	⊖ delete	⬆ submit	📄 pdf	📄 auditor's invoice (pdf)

✎ update status   ⚠   send back to initial

RFE Approval

The RFE module requires that all RFEs receive approval ***before*** fiscal processing begins. RFEs require the following approvals:

- Supervisor level approval
- Grants Section approval (grants management in iGMS)
- Division Director approval
- IT Director approval (if the items to be purchased are IT related)
- Executive Approval

RFE Approval

Purchases **CANNOT** be made prior to obtaining RFE approval. The approval section of the RFE indicates if approval has been granted.

approvals

📝 reset approvals

	name	status	
Supervisor	Rachel Meyer	ⓘ waiting for approval	
Grants Director	Caitlin Intermill	ⓘ waiting for approval	
Division Director	Jason Hutchens	ⓘ waiting for approval	
Executive	Jason Hutchens	ⓘ waiting for approval	

approvals

	name	status	
Supervisor	Rachel Meyer	✓ approved (03/05/10)	
Grants Director	Caitlin Intermill	✓ approved (03/05/10)	
Division Director	Jason Hutchens	✓ approved (03/05/10)	
Executive	Jason Hutchens	✓ approved (03/05/10)	

Approving an RFE

While users with audit and/or approval responsibilities should receive an e-mail notification when they have actions that need to be taken, the Grants Management Section recommends that they also periodically check the iGMS. The homepage will also display a notification.

❌ close

The following RFEs need your approval:
29767, 29907, 29927, 30136, 30202, 30204, 30207, 30233, 30235, 30242, 30244, 30253, 30254, 30255, 30256, 30257, 30258

The RFE number is a link that can be chosen to go directly to that RFE. The option to approve or deny is available on the RFE summary screen.

RFE Summary

📄 pdf

This request requires your action.

| approve | deny |

RFE # **29767**

description Newspaper Ad

Status: **SUBMITTED**
✖ approval incomplete

Needed Date: 02/17/10

Justification: Newspaper ad to solicit bids for an RFP.

Notes:

requested by/dept: Beth Clark /115014

RFE Logs

The logs feature can be used to show actions that have been taken. Activity can be updated by using the *add a note* option.

logs

add a note

On 03/01/10, BLEYDENS wrote:

RFE #29723 - Disbursement information has been added to this RFE.

Note:
If you have not uploaded your proof of payment in the iGMS system please do so ASAP. A proof of payment is an auditors report or a copy of a cancelled check front and back. If you do not have scanning capabilities please fax the proof of payment to 317-233-9486.

warrant: 101070783
amount: 2284.80
sent date: 03/01/10

On 03/01/10, BLEYDENS wrote:

RFE #29723 - updated to PAID_IN_FULL by BLEYDENS

Note:

On 02/12/10, CMORRIS wrote:

RFE #29723 - updated to ORDERED by CMORRIS

Note:
FORWARDING TO A/P FOR PROCESSING, CLM

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Approve an Invoice

The iGMS will display an notification when there are invoices that require approval.

Request for Expenditures

⊕ create a new request

● I need to... [approve invoic ▼]

❌ close

The following RFEs have uploaded invoices:

29335

Users can access the items requiring action by clicking on the link displayed here.

items

tracking #	vendor	description	amount		
38051	Netech (Contract w/ IOT)	Professional Servies (Configuration and implementation services to configure FXO ports for DHS voice integration with microwave lines)	$600.00 1 (qty) x 600.0 (each)	document type: document id: document date: uploads: **21482**	✅ audit complete ⚠ **waiting for invoice approval** [approve]
		TOTAL:	$600.00		

Invoice Example

Invoices that Should NOT be Approved

Invoices that should not be approved include the following:

- Pro-forma Invoices
- Purchases made outside the performance period
- Purchases for ineligible items

Project Manager Report

This function can be accessed from the Applications section of the Dashboard. It allows Project Managers to see information related to all their assigned projects.

Mike Bigler

2007 State Homeland Security Program > LOCAL > Statewide Triage System

recipient	award	budgeted	reimbursed	balance	obligation rating	end date
Vincennes Township Fire District	$356,479.03	$356,479.03	$356,479.03	$0.00	100%	04/23/09
total:	$356,479.03	$356,479.03	$356,479.03	$0.00	-	-

2007 State Homeland Security Program > STATE > Disaster Portable Mortuary Unit

recipient	award	budgeted	reimbursed	balance	obligation rating	end date
IDHS FBS - Emergency Medical Services (121038)	$39,996.78	$39,996.77	$39,177.22	$819.55	98%	05/15/10
total:	$39,996.78	$39,996.77	$39,177.22	$819.55	-	-

Project Manager Report Information

Specific information includes:

- Recipient – where the funds were assigned
- Award – amount of funds allocated for the project
- Budgeted – amount of funds budgeted
- Reimbursed – amount of funds paid or charged against the project
- Balance – any funds not reimbursed or charged from the budgeted amount
- Obligation rating – percentage of awarded funds budgeted
- End date – the performance period end date (last date the money can be obligated)

Mike Bigler

2007 State Homeland Security Program > STATE > Disaster Portable Mortuary Unit

recipient	award	budgeted	reimbursed	balance	obligation rating	end date
IDHS FBS - Emergency Medical Services (121038)	$39,996.78	$39,996.77	$39,177.22	$819.55	98%	05/15/10
total:	$39,996.78	$39,996.77	$39,177.22	$819.55	-	-

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Q&A

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